



## Kingsburg Fire Department Reserve Firefighter Program

Effective Date: May 1, 2015

### Mission:

The Kingsburg Fire Department Reserve Program's primary mission is to:

- Provide the citizens of Kingsburg with an increase in trained personnel.
- Mentor, develop, and prepare candidates who wish to pursue a career in the fire service.
- Set the highest standard possible in the fire industry through professionalism and cooperation.

### Program Description:

The Reserve Firefighter Program is a part time, at will, paid position with the City of Kingsburg Fire Department. The program is designed to provide supplemental manpower for the department. The program is divided into three levels, each with varying levels of difficulty and education requirements.

### Job Description:

Under general supervision of a Fire Captain, the Reserve Firefighter responds to alarms, rescue and other emergency calls, assists in protecting life and property endangered by fire or other hazards, administers first aid, and participates in fire prevention activities based on his or her skill level. The Reserve Firefighter also participates in regular training, drills and study activities, assists in the maintenance of fire stations, apparatus, and equipment, may participate in scheduled public relations activities, and performs other duties as assigned.

### Recruitment Process:

1. Submit completed application to Human Resources with DMV printout.
2. Possess a valid California class C driver's license.
3. Participate in and pass an oral board interview.
4. Complete Live Scan fingerprint check.
5. Complete and pass a background check.
6. Complete and pass medical examination and drug test.

#### Minimum Requirements:

Age: Must be at least 18 years of age by date of appointment.

Education: High school diploma or equivalent (GED).

License and Driving Record: Must possess a valid California State Motor Vehicle Operator's License by the date of appointment. Clean DMV record with no major violations (DUI, Hit and Run, etc.) and no more than one minor violation during the last 12 months.

Schedule: Reserve Firefighters are required to work a minimum of one, 10hr shift, per month as scheduled by the scheduling Captain with a minimum of 120 hours and a maximum of 960 hours for the fiscal year. Once 960 hours is reached, the Reserve will no longer be able to work until the hours reset to zero on July 1<sup>st</sup> of the next fiscal year.

Physical: Must be physically and mentally fit for duty. Applicant must pass physical evaluation by JobCare and be able to complete physical activities during probation. Must possess the strength and stamina to lift and carry equipment and patient weighing up to 165 pounds and be able to wear self-contained breathing apparatus.

Residency: Must live within 30 air miles of Kingsburg Station 1.

#### Reserve Positions:

The reserve program has four levels. Candidate is the lowest rank and Level III is the highest. Candidates must pass a skills and written test after completion of the reserve academy which consists of 8 Saturday trainings. The Saturday training will be paid training. To promote to the next level, a reserve must pass a skills and written test for the next level. Each reserve will be evaluated on job performance annually and must remain proficient at their level to remain in the program. New hires and promoted Reserves will be placed on probation for one year from date of assignment.

Candidate: Entry Level position in the reserve program. Individuals are considered candidates until they successfully complete the reserve academy.

Level I: Minimum level position for the reserve firefighter program. Level 1 Reserves are to perform either as a firefighter or possess an EMT-1 card. Firefighters must obtain FF1 certificate within the first 18 months of hire or face expulsion from the reserve program. EMT's must pass ambulance drivers training and EMT skills testing within the first 12 months or face expulsion from the program.

Level II: Mid-level position in reserve program. Level II Reserves are those who have a FF1 certificate and EMT license, making them eligible to work on the appropriate apparatus per their skill level.

Level III: Highest level position in reserve program. Level III Reserves must possess paramedic license and/or driver/operator license, making them eligible to function at their appropriate skill level.

#### Compensation:

- All reserves hired after January 1, 2015 will start at minimum wage per call/ per hour for Candidate and Level I reserves. Reserves will receive a \$1 per hour rate increase when promoted to Level II and again when promoted to Level III. Calls that occur in the same hour will not constitute addition pay for that hour. Anyone hired prior to previous date will remain at their respective pay rate which is \$12.50 an hour. Longevity pay, night crew incentives and stipends will no longer be available.

#### Training requirements:

The mission of the reserve program is to provide an increase in trained personnel; therefore all reserves must attend training. Training will be conducted on shift and two Saturday's a year. Reserves must complete four hours of training a month, documented by the on duty Captain. Reserves will be paid for training at their regular compensatory rate for the two Saturday trainings. Failure to meet this standard will result in expulsion from the reserve program.

#### Training Exception:

Reserves who are employed full time at another fire department will be exempt from the regularly scheduled training as long as they are receiving regular training at their current department.

#### Uniform:

All reserves are responsible for purchasing required uniform and station boots as described in the standard operating guidelines. The department will provide one tee shirt, one class B shirt, and one pair of uniform pants on initial hire, as approved by the purchasing Captain. Uniforms are to be worn on duty only and as the on duty Captain requires.

\*The above reserve program document supersedes all previous agreements and resolutions with the City of Kingsburg regarding Paid Call Firefighters. The Kingsburg Reserve Firefighter Program replaces the former Paid Call Firefighter program. The Reserve Program is subject to change at any time at the Fire Chief's discretion.